



ZBA APPLICANT CHECK LIST

- **PLEASE INCLUDE CHECKLIST WITH YOUR APPLICATION PACKAGE**

1. APPLICATION :	
A. SIGNED BY:	
- owner	
- applicant	
- Zoning Enforcement Officer	
B. Include Bylaw Section	
C. <u>Describe in detail requested relief</u>	
D. For Variance request fill out <u>Findings of Fact Sheet</u> (in packet)	
2. DRAWING TO SCALE Ten (10) Copies	
A. Registered Land Surveyor Stamped Certified Plan	
B. Names of streets	
C. North point	
D. Zoning district	
E. Property lines and dimensions	
F. Location of existing buildings	
G. Percentage of lot coverage of existing and proposed structures	
H. Present use of property	
I. Location of proposed structure(s)	
J. Chart indicating required dimensions and proposed dimensions	
K. Names of owners of abutting properties	
L. Location of abutting property buildings	
M. Entrances, exits, driveways to be shown on plan	
N. Distance of abutting buildings to petitioner's property	
O. Required parking (if any)	
P. All changes must be shown in RED	
Q. For undeveloped property or increase in impervious area – show drainage provisions	
R. For Variance requests – show topography (and soil condition if pertinent) of lot	
S. Show date of plan on lower right hand corner	
T. Date of revisions to be added above issue date	
3. PROFESSIONAL Stamped Signed ARCHITECTURAL DRAWINGS for new construction showing dimensions and structural detail	
4. ABUTTER'S LIST (includes two (2) sets of mailing labels)	
5. CHECKS: (to be submitted with application to Zoning Board of Appeals Office)	
A. Application fee made payable to Town of Walpole (see Fee Schedule in packet)	
B. \$55 made payable to GateHouse Media MA for Legal Advertisement	
6. ONE (1) ELECTRONIC COPY of entire Application Package	

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